



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY
APPLICATION FOR APPROVAL OF SANITARY FACILITIES FOR SUBDIVISIONS
PLEASE SUBMIT TO ADEQ ENGINEERING REVIEW DESK

GENERAL INFORMATION:

1. Name of subdivision _____
Lot numbers _____
*Continue on a separate sheet of paper if space is not adequate. Each lot should be identified (can show consecutive numbers as "X" **THRU** "Y")*
City/Town/Village _____
County _____ Township _____ Range _____ Section _____
Latitude: _____ B _____ ' _____ " N Longitude: _____ E _____ ' _____ " N
2. Owner or subdivider _____ Phone _____
Mailing Address _____ City/State _____ Zipcode _____
3. Authorized Agent _____ Phone _____
Mailing Address _____ City/State _____ Zipcode _____
4. Area of subdivision _____ acres Number of lots - Residential _____ Commercial _____
If more than one type of lot, plat shall clearly show zoning. Industrial _____ TOTAL _____
5. Agency Review Fee Enclosed \$ _____

In accordance with A.A.C. R18-14-102(C)(4)(a), review fees for sewer subdivisions (treatment/disposal NOT within the lots) are as follows:
150 lots or less = \$300; 151 to 300 lots = \$600; 301 to 450 lots = \$600; etc.
(\$300 for each full 150 lot increment plus an additional \$300 for any remaining "partial increment")

In accordance with A.A.C. R18-14-102(C)(4)(b), review fees for subdivisions wherein sewage treatment and disposal will be located within each individual lot (individual septic systems or individual alternative on-site treatment/disposal systems) are as follows:
40 lots or less = \$500; 41 to 150 lots = \$1,000; 151 to 300 lots = \$1,500; 301 to 450 lots = \$2,000 etc.
(\$1,000 for each full 150 lot increment plus an additional \$1,000 for any remaining "partial increment," but 40 lots or less = only \$500)

WATER SUPPLY:

6. Name of water supply _____ Public Water System No. _____
7. Check One:
☐ A completed, signed Application for Approval to Construct Drinking Water Facilities is attached/enclosed, OR
☐ Plans & specifications were previously approved by ADEQ and a copy of that approval is attached, OR
☐ The Delegated Local Agency approved plans/specs and copy of Approval No. _____ is attached.
8. Water distribution system will be constructed by: ☐ subdivider ☐ municipality ☐ independent water company

SEWAGE COLLECTION SYSTEM:

9. Check One:
☐ A completed, signed Notice of Intent to Discharge for A Sewage Collection System (NOI) is attached/enclosed. OR
☐ A Provisional Verification for the collection system was issued by ADEQ and a copy of that approval is attached, OR
☐ The Delegated Local Agency approved plans/specs and a copy of Approval No. _____ is attached.
10. Sewage collection system will be constructed by: ☐ subdivider ☐ municipality ☐ independent wastewater system
11. Check One:
☐ The sewage collection system which serves the proposed subdivision empties directly to the wastewater treatment facility, OR.
☐ Because another downstream collection system carries sewage from the subdivision to the wastewater treatment facility, a completed signed "Capacity Assurance for Sewage Collection System" form or signed statement containing same information has been completed by owner/operator of the downstream system and is attached/enclosed. (Identify system below)

Sewer Collection System name: _____ Inventory No. _____

SEWAGE TREATMENT & DISPOSAL:

12. Check One:

☐ Sewage from this project will be treated by an existing Wastewater Treatment Facility (identify system below)

Wastewater Treatment Facility Name _____

APP Permit No. _____ AZPDES Permit No. _____.

The owner or operator of that facility has completed and signed a "Sewage Treatment Facility Capacity Assurance" form (or has provided the information contained in same in a signed letter), OR

☐ A new Wastewater Treatment Facility (WWTP) will be constructed to serve this project. An Aquifer Protection Permit Application for this facility was submitted to ADEQ for review on _____ (date) and Inventory No. _____ was assigned. [optional: An AZPDES Permit Application was submitted on _____ (date) and application no. _____ was assigned].

The new WWTP will accomplish treatment by (describe process): _____.

Effluent disposal will be accomplished by (describe): _____.

Treatment facility will be constructed by: ☐ subdivider ☐ municipality ☐ independent wastewater system, OR

☐ No wastewater treatment facility will be constructed for this project. Wastewater treatment and disposal will be the responsibility of each lot owner who will obtain approval for his own wastewater treatment/disposal facility from ADEQ or the delegated local agency. The distance to the nearest existing sewage collection system is _____ feet and the diameter of the sewer at that nearest point is _____ inches. The use of individual on-site wastewater systems at this location has been determined by _____ to be consistent with the Areawide Wastewater Management Plan (208 Plan) and a completed signed "County Approval of Individual Sewage Disposal Systems" (Form 113S) is attached.

REFUSE AND GARBAGE DISPOSAL:

13. Check One:

☐ Collection service will be provided for the subdivision and a signed "Garbage Service/Garbage Disposal Agreement" is attached.

Name of the collection agency: _____, OR

☐ Lot buyers/owners will be responsible for storage, hauling, and disposal.

They will be informed of this responsibility by _____ (method), OR

They will NOT be informed of this responsibility.

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I verify that all information given in this application is correct. I am informed that no construction of sanitary facilities shall commence unless and until a drinking water "Certificate of Approval to Construct" and a sewage collection system "Provisional Verification of Conformance" are issued for by the Arizona Department of Environmental Quality. I am informed further that no operation of sanitary facilities shall commence unless and until a "Certificate of Approval to Operate" and a "Verification of Conformance" are issued by the Arizona Department of Environmental Quality for the drinking water and sewage collections systems respectively.

TYPE OR PRINT NAME OF SUBDIVIDER OR AGENT

DATE

SIGNATURE OF SUBDIVIDER OR AGENT (IF AGENT, WRITTEN CONFIRMATION MUST BE SUBMITTED)

Licensing Time Frames are specified by Arizona Department of Environmental Quality in A.A.C. R18-1-525, Table 10. They are:

Permit	Authority	Administrative Completeness Review	Substantive Review	Overall Time-frame
Subdivision, Community Facilities	A.R.S. § 32-2101	21	37	58
Subdivision, Individual Facilities	A.A.C. R18-5-401 - 411	21	46	67

For Agency Use Only

Reference Numbers: File No. <u>2 0 0</u> _____ Site Code _____ LTF No. _____	Fee Category & Fee: Number of Lots: _____ ~ Sewered Subdivision, \$300 for each 150-lot increment ~ Indiv.OnSite Subdivis., \$500 for 1 to 40 lots; \$1,000 for 41 to 150 lots; \$2,000 for 151 to 300 lots; (For more than 40 lots, \$1,000 for each full or partial 150 lot increment)	Licensing Time Frames: Log-in Date _____ Fee Paid \$ _____ ACR _____ business days SR _____ business days
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ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY – Water Quality Division
1110 West Washington Street (5415B-3), Phoenix, Arizona 85007

Instructions for submittal of
“APPLICATION FOR APPROVAL OF SANITARY FACILITIES FOR SUBDIVISIONS” and Required Supporting Materials

PART ONE: APPLICATION REQUIREMENTS

A. Application forms to be submitted

1. This application form (Application for Approval of Sanitary Facilities for Subdivisions), with all items completed (those items which are not applicable, please mark “NA”). The application must be dated and signed by the developer. If an agent signs the application, written confirmation of delegation of that authority to the agent must be attached and signed by the developer.
2. If the proposed subdivision is to be served by a drinking water system, an “Application for Approval to Construct Water Drinking Water Facilities” must accompany the subdivision application or documentation that the system had previously been approved by ADEQ or the delegated local agency. *Please note that construction of a drinking water system prior to ADEQ’s issuance of the Approval to Construct for that system is a violation of R18-4-505(B) and will result in enforcement action by ADEQ.*
3. If the proposed subdivision is to be served by a sewage treatment facility (WWTP) with sewers to be provided and lot owners not required to construct their own wastewater systems, a “Notice of Intent to Discharge for Sewage Collection System” must accompany the subdivision application or documentation that the system had previously been approved by ADEQ or the delegated local agency. *Note: construction of a sewage collection system prior to ADEQ’s issuance of the Provisional Verification of General Permit Conformance for that system is a violation of R18-9-A301(D)(1)(e)(i) and will result in enforcement action by ADEQ.*

NOTE: ADEQ cannot issue an Approval of Sanitary Facilities for Subdivision certificate until all applicable design approvals (Approval to Construct Drinking Water Facilities and/or Provisional Verification of General Permit Conformance for Sewage Collection System) have been issued by ADEQ. It is also necessary for the drinking water system which serves the proposed subdivision be determined by ADEQ to have sufficient supply and storage and for the WWTP to be determined by ADEQ to have sufficient capacity expressed in a current Individual Aquifer Protection Permit. It is possible that the plans submitted for the drinking water distribution system and/or the sewage collection system will receive the approval certificates which allow their construction to commence but the subdivision approval must be withheld awaiting demonstration of drinking water supply/storage adequacy and wastewater treatment/conveyance adequacy. Construction of those systems can commence in such situations, but lot sales will not be allowed until ADEQ issues the Approval of Sanitary Facilities for Subdivision and all other Arizona Department of Real Estate requirements have been satisfied.

B. Review fees to be submitted

1. Subdivision review fees (stated in No.5 of the application form, and must be attached to/enclosed with the application)
2. Sewage collection system design review fees (additional to subdivision review fees):
 - Gravity-only sewers servicing:
 - 50 or less connections (lots): \$500
 - 51 to 300 connections: \$1,000
 - 301 or more connections: \$1,500
 - Pressurized sewers (with or without gravity components) servicing:
 - 50 or less connections (lots): \$800
 - 51 to 300 connections: \$1,300
 - 301 or more connections: \$1,800

NOTE: off-site sewers (trunk sewers, force mains serving multiple subdivisions, etc) will require separate application and approval by ADEQ and will have a separate review fee.

3. Drinking water projects do not have any review fees at this time.

C. Plans and plats to be submitted:

1. For subdivisions where water supply and on-site wastewater treatment systems will be developed on the same lot, the minimum size lot shall be at least one acre, excluding streets, alleys and other rights-of-way, and the following must be submitted:
 - a. A copy of plat as recorded or as will be recorded. Include thereon (or on other mapping) complete topography, all 100-year floodplain zones, all soil test locations, all roads, all easements, and all erosion setback zones.
 - b. A copy of the geological report according to R18-9-408(E) that is sealed by an Arizona-registered professional engineer or geologist (see Engineering Bulletin No. 19). Include each presoak time and each individual timed water-decline test for percolation testing. The number of tests must comply with Bulletin 19. The number of tests and their locations must serve to demonstrate that ALL lots have acceptable soils. Frequently the number of tests required can be reduced to one-fourth the number of lots if the locations are chosen at the intersection of each group of four lots
 - c. In order to demonstrate each lot can accommodate a compliant on-site wastewater treatment system, submit sample rule-compliant wastewater system designs for the four most-constrained lots. Constraints include setbacks(from wells, neighboring lots, neighboring subdivisions, washes within or nearby, driveways, waterlines), unfavorable soil characteristics, and nitrogen loading that may contribute to a violation of the Aquifer Water Quality Standards such that ADEQ shall prohibit installation according to R18-9-A309(A)(6). Designs submitted do not commit any party to constructing systems of that design, they simply demonstrate that a compliant design can be conceived. The dimensioned sample designs must be sealed by an Arizona-registered professional engineer and must show a typical 4-bedroom home floor area (unless subdivision limited to smaller homes in CC&Rs), driveway, wastewater treatment device, primary disposal device, and reserve (secondary) disposal device. Soil-based calculations for disposal device sizing must be provided.
5. For subdivisions with a drinking water system provided and on-site wastewater treatment systems to be constructed within each lot at the owner's expense/responsibility:
 - a. Submit a copy of plat as recorded or as will be recorded. Include thereon (or on other mapping) complete topography, all 100-year floodplain zones, all soil test locations, all roads, all easements, and all erosion setback zones.
 - b. Submit a copy of the geological report according to R18-5-408(E) that is sealed by an Arizona-registered professional engineer or geologist (see Engineering Bulletin No. 19). Include each presoak time and each individual timed water-decline test for percolation testing. The number of tests must comply with Bulletin 19. The number of tests and their locations must serve to demonstrate that ALL lots have acceptable soils. Frequently the number of tests required can be reduced to one-fourth the number of lots if the locations are chosen at the intersection of each group of four lots
 - f. In order to demonstrate each lot can accommodate a compliant on-site wastewater treatment system, submit sample rule-compliant wastewater system designs for the four most-constrained lots. Constraints include setbacks(from wells, neighboring lots, neighboring subdivisions, washes within or nearby, driveways, waterlines), unfavorable soil characteristics, and nitrogen loading that may contribute to a violation of the Aquifer Water Quality Standards such that ADEQ shall prohibit installation according to R18-9-A309(A)(6). Designs submitted do not commit any party to constructing systems of that design, they simply demonstrate that a compliant design can be conceived. The dimensioned sample designs must be sealed by an Arizona-registered professional engineer and must show a typical 4-bedroom home floor area (unless subdivision limited to smaller homes in CC&Rs), waterline route, driveway, wastewater treatment device, primary disposal device, and reserve (secondary) disposal device. Soil-based calculations for disposal device sizing must be provided.
 - d. Submit 4 copies of water supply plans and specifications for water system approval
3. For subdivisions incorporating drinking water distribution and sewage collection systems:
 - a. Submit a copy of plat as recorded or as will be recorded. In accordance with R18-5-406(A) and R18-5-407(A), respectively, if water mains or sewer mains are already present within the proposed subdivision, these must be shown on the plat.
 - b. Submit 4 copies of water supply plans and specifications for ADEQ approval or documentation that the system had previously been approved by ADEQ or the delegated local agency.

- c. Submit a copy of sewer plans and specifications for ADEQ approval or documentation that the system had previously been approved by ADEQ or delegated local agency.

D. Local agency concurrence (on-site wastewater systems only)

Where individual on-site wastewater treatment systems are proposed (where a septic or other on-site wastewater system is to be installed on each lot as the lot owner responsibility), a statement from the county health department ("County Approval of Subdivision to be Served by Individual On-site Wastewater Treatment Facilities") that individual systems are approved is also required.

E. Water/wastewater system adequacy/commitment demonstration:

1. If a drinking water system is provided, a signed unconditional agreement ("Water Service Agreement") from officials of the water utility must be furnished with this application.
2. WWTP adequacy: R18-9-E301(C)(1) requires that a signed statement be submitted by the owner or operator of the WWTP that will receive the proposed subdivision's sewage. This statement must affirm that service to the subdivision will not cause the design flow of the facility to be exceeded nor any permit limits for the facility to be exceeded. To simplify compliance with this requirement, a "Sewage Treatment Facility Capacity Assurance" form is available from ADEQ.
3. Sewer adequacy: R18-9-E301(C)(2) requires that if the subdivision's sewage collection system will not discharge directly to a wastewater treatment facility, a signed statement must be submitted by the owner or operator of each sewage collection system that will transport subdivision sewage to the wastewater treatment facility. This statement must affirm that service to the subdivision will still allow the intermediate collection system to operate within the performance requirements of R18-9-E301(B). To simplify compliance with this requirement, a "Capacity Assurance for Sewage Collection System" form is available from ADEQ.

F. Refuse collection and disposal:

1. Where municipal or private collection service is available, arrangements shall be made to have this service furnished to the subdivision.
2. Completed Garbage Service and Garbage Disposal Agreements MUST be completed before action can be taken on subdivision approval.

PART TWO: ADEQ REVIEW PROCEDURES AND TRACKING

- G. In most cases, review of the drinking water design will be performed by a review engineer in ADEQ's Drinking Water Technical Engineering Unit simultaneously with review of the sewer design and subdivision application being performed by a review engineer in ADEQ's Wastewater Design Review Unit. The applicant will be notified by mail when the reviewers have been assigned. If identification of the reviewers have not been received within two weeks of application submission, call the ADEQ's Engineering Review Desk at 602-771-4677 to learn of the reviewer's identity.

H. Two types of unique numbers, each corresponding to a separate database maintained at ADEQ, will be assigned to each subdivision application:

1. ADEQ File Number
The 8-digit ADEQ File Number identifies the project (in some cases the drinking water design review is assigned a separate File No. from the sewer/subdivision review).
2. LTF (Licensing TimeFrames) Number
A separate number of this type identifies each aspect of the project (water, sewer and subdivision) and the Azurite database at ADEQ tracks the progress of the review, accounting for the number of days still available for ADEQ to perform the review in accordance with the applicable LTF rules. The drinking water system design review, sewer collection system design review, and subdivision review each receive an LTF number to track review progress. At any point in time, the status of each of these types of reviews is typically different for a single subdivision project. Once the applicant has learned of the LTF numbers assigned to his project, review progress may be tracked at:

<http://www.adeq.state.az.us/environ/init/ltf.html>.

PART THREE: CERTIFICATE ISSUANCE

I. Distribution of certificates following ADEQ design approval

- I. Copies of the Drinking Water Approval to Construct (ATC) are distributed as follows:
Project owner/developer [whomever is listed as "Owner" on ATC application]
Drinking Water System
County Health/Environmental Agency
ADEQ Regional Office
2. Copies of the Sewage Collection System Provisional Verification are distributed as follows:
Project owner/developer [whomever is listed as "Applicant" on NOI]
3. Copies of the Approval of Sanitary Facilities for Subdivision are distributed as follows:
Project owner/developer [whomever is listed as "Owner or Subdivider" on Subdivision Application]

J. Relationship between different types of certificates

As explained in the note at the end of Part One, Section A, although applications may have been submitted for all three types of certificates (Drinking Water, Sewage Collection System, Sanitary Facilities for Subdivision) and ADEQ may have issued the two certificates that apply directly to the proposed designs of the planned facilities (Drinking Water Approval to Construct and Provisional Verification of Sewage Collection System), the issuance of those two certificates does not express ADEQ's intent to or ability to issue an Approval of Sanitary Facilities for Subdivision. Issuance of the subdivision certificate frequently depends upon additional separate issues related to the total capacity of the drinking water system and/or the capacity of the wastewater system as expressed in a current Aquifer Protection Permit or permit application under review. Either a current Aquifer Protection Permit must express an adequate treatment facility capacity to serve the proposed subdivision or a permit application under review must have been found to be administratively and technically complete as well as the proposed treatment facility have been found to be consistent with the Areawide Wastewater Management (208) Plan and found to be consistent with location zoning.

PART FOUR: CONSTRUCTION/POST-CONSTRUCTION REQUIREMENTS

K. Drinking Water

An "Engineer's Certificate of Completion" for the drinking water system must be submitted and an "Approval of Construction" certificate must be obtained before the system is placed into operation. The "Engineer's Certificate of Completion" must be accompanied by all the testing results required in ADEQ rules and Engineering Bulletin 10 (as listed on the Certificate of Completion form) as well as with as-built plans (as-built plan submittal can be waived only if final construction exactly followed the plans which received ADEQ's "Provisional Verification of General Permit Conformance"). If construction has not commenced within one year after the date of issue of the approval to construct or there is a halt in construction of more than one year or construction is not completed within three years, the Approval to Construct shall be void unless an extension of time has been granted by the Department according to R18-4-505(E).

L. Wastewater

An "Engineer's Certificate of Completion" for the sewage collection system must be submitted for the sewer system and a "(Final) Verification of General Permit Conformance" certificate must be obtained before the system is placed into operation. An "Engineering Certificate of Construction" and all other required forms must be submitted for the wastewater system and a verification of general permit must be obtained before the system is placed into operation. The "Engineer's Certificate of Completion" must be accompanied by all the testing results required in R18-9-E301 of the ADEQ rules as well as with as-built plans (as-built plan submittal can be waived only if final construction exactly followed the plans which received ADEQ's "Provisional Verification of General Permit Conformance"). R18-9-A301(D)(1)(e)(ii) requires construction be completed in two years. If construction is not completed in the two year period, the Notice of Intent to Discharge expires and construction must end according to R18-9-A301(D)(1)(f)(ii) and a new Notice of Intent shall be submitted according to R18-9-A301(D)(1)(f)(iii).